



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of State Superintendent of Schools Special Staff Atlanta, Georgia	Application Number <b>81-155</b>	
Application Number		Date Received <b>FEB 19 1981</b>	Date Completed <b>MAR 11 1981</b>

2. Person to Contact	Working Title	Telephone Number
Phyllis Cook	Principal Secretary	656-2598

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. \_\_\_\_\_ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series	5. Records Series Title (followed by title used in office; if different)
Earliest 1977	Department of Education Court Cases Files
Latest To Date	

6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?

The Office of the State Superintendent of Schools-Special Staff is responsible for the coordination of the Department of Education's support on proposed legislation that affects the Department of Education in general; and for the coordination of activities between the Department of Education and the Attorney General (Department of Law) concerning litigation and/or other legal matters. The Special Staff works closely with local school officials and lay persons in behalf of the State Superintendent of Schools and the State Board of Education.

7. Record Series Description      This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to: Monitoring litigation against the Department of Education in all State and Federal courts.

Included are: Copies of pleadings; notifications; transcripts; correspondence filed in court; correspondence forwarded or received in connection with cases litigated in the courts.

File is arranged: Chronologically by calendar year; thereunder alphabetically by case name.

8. Monthly Reference Rate      How often are records referred to which are:

One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_\_\_?

9. Annual Rate of Accumulation of Records

Letter-size drawers 4; Legal-size drawers 1; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Family Privacy Act of 1974.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partial duplications located in Department of Law.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \* \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 2 \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
Transfer to State Records Center; hold \_\_\_\_\_ year(s); then  
Destroy.

☒ Transfer to State Archives for permanent retention.

Other (Specify)

\* Upon closure of case, place folder in inactive file; cut off inactive file at end of each calendar year; then

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Eldon Dasher	2/10/81	Walker L. Baumgardner	2-17-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	3-11-81
		Secretary of State/Designee	3-11-81
		Attorney General/Designee	3-11-81